

Property Prosource™ Appraisal Order or go to www.propertyprosource.com

Order Start date: _____

FAX to 608-687-8177

STEP 1 Property Identification (Note: **Bold printed** items are most important)

Current Legal Owner: _____ **Tel.:** _____

Buyer (if applicable): _____ Tel.: _____

Inspection Contact: see legal owner or _____ **Tel.:** _____

Subject address: _____

Directions: _____

STEP 2 Appraisal Client (bank, etc)

Business Name & Contact Person: _____

(responsible for pmt)

Address: _____ **Tel.:** _____

Email: _____ (Required for instant electronic delivery) **Fax:** _____

Intended Use of Appraisal: (Check All that apply to assist appraiser in determination of scope of service)

- Property Being Sold
- Financing Refinancing & related
- Anyone besides the client need to use appraisal?
- Ownership decisions (selling price etc.)
- Legal settlement of _____
- Other _____

Please Note All users: _____

STEP 3 Determine Appraisal Needs

Basis of Appraisal As-Is or As Proposed including: _____

Report Selection: (choose one)

- Land Appraisal Form (land only, typically no buildings or limited bldg. improvements)
- Single Family Home Form (with or without excess land) use Form# _____ (if known)
- 2-4 Family Form (residential duplex to fourplex)
- Other or Not Sure (Please advise) Land size?: _____ Buildings?: _____

- Add it on:**
- 2nd Market Underwriting for fixed rate loan?
 - Must have Cost Approach even if appraiser determines that it is not necessary
 - Needs Operating Income Statement for Rental property (Usually @ \$50 extra)

STEP 4 Delivery Instructions

Payment: Owner/Borrower to Pay @ Inspection Client has account/ will pay at completion

Delivery instructions (email preferred): Same email as above or : email to _____

Delivery date desired: _____ I need __ hard copies delivered to: _____

STEP 5 Background: for property Purchase (If Applicable)

Pending Sales: Planned Closing Date: _____

Major items included in sale: _____

- No Pending Sales per _____
- Pending Sale \$ _____
- Currently on the market since _____
- Original Asking price \$ _____

Please fax or email purchase agreement when available